ST/SGB/2008/3
1 January 2008

United Nations

Staff Rules

Staff Rules 301.1 to 312.6 governing appointments for service of a limited duration

Secretary-General's bulletin

Secretary-General's bulletin

Staff Rules — 300 series

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4, hereby promulgates the following:

Section 1
Revised edition of the 300 series of the Staff Rules

1.1 The revised edition of the 300 series of the Staff Rules, applicable to staff specifically engaged for short-term service and appointments of limited duration, is attached to the present bulletin.

1.2 For ease of reference, Articles 8, 97, 100, 101 and 105 of the Charter of the United Nations, which relate to the service of the staff, are included in the introductory part of the present revision.

1.3 The revised edition contains the updated text of appendices A and C to the 300 series of the Staff Rules.

Section 2
Final provisions

2.1 Unless otherwise indicated, the effective date of all changes introduced in the present revised edition is 1 January 2008.

2.2 Secretary-General's bulletin ST/SGB/2007/3 of 1 January 2007 is hereby abolished.

(*Signed*) **Ban** Ki-moon
Secretary-General

Scope and purpose of the 300 series of Staff Rules

The 300 series of the Staff Rules is applicable to staff members recruited specifically to meet special needs of the United Nations for services of a limited duration. The Rules provide for two types of non-career appointment:

(a) Short-term (ST) appointments, for a period not exceeding six months. The purposes for which such appointments may be made are for assistance in dealing with peak workloads or meeting unforeseen demands; to cover essential work which, as a result of vacancies or absences for mission service, cannot be performed by regular staff; and to provide services for conferences and other short-term purposes;

(b) Appointments for activities of a limited duration (LD appointments), including peacekeeping, peacemaking and humanitarian missions, technical cooperation in the field and other emergency operations. Such appointments are intended for assignments not expected to exceed three years, with a possibility of extension, exceptionally, for a fourth and final year. Under no circumstances will an extension beyond four years be granted.

These Rules are to be read in conjunction with the Staff Regulations of the United Nations, which are enacted by the General Assembly. The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat.

The Secretary-General, as the Chief Administrative Officer, provides and enforces such Staff Rules, consistent with the principles expressed in the Staff Regulations, as he considers necessary.

Rules 301.1 to 312.6 are numbered to show their relationship to the articles of the Staff Regulations. Thus, rule 301.3 deals with a subject covered by article I of the Regulations; rule 306.2 deals with a subject covered by article VI of the Regulations; and rule 312.1 deals with a subject covered by article XII of the Regulations.

The articles of the Staff Regulations are:

Article		*Rules*
I.	Duties, obligations and privileges	301.1–301.5
II.	Classification of posts and staff	
III.	Salaries and related allowances	303.1–303.6
IV.	Appointment and promotion	304.1–304.7
V.	Annual and special leave	305.1–305.2
VI.	Social security	306.1–306.5
VII.	Travel and removal expenses	307.1–307.7
VIII.	Staff relations	308.1
IX.	Separation from service	309.1–309.7
X.	Disciplinary measures	310.1
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Charter of the United Nations

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staffs shall be permanently assigned to the Economic and Social Council, the Trusteeship Council, and, as required, to other organs of the United Nations. These staffs shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

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Staff Rules 301.1-312.6 governing appointments for service of a limited duration

Rule 301.1
Applicability

(a) Staff rules 301.1 to 312.6 are applicable to staff members:

(i) Specifically engaged on short-term (ST) appointments for conference and other short-term service for a period not exceeding six consecutive months, at all duty stations where separate rules for such staff have not otherwise been established;

(ii) Specifically recruited on limited duration (LD) appointments for activities of a limited duration not expected to exceed three years, including peacekeeping and peacemaking, humanitarian, technical cooperation and emergency operations.

(b) The Secretary-General may establish special conditions of employment applicable to short-term language staff at the Professional level on specific assignments.

Rule 301.2
Status of staff

The declaration made by a staff member on appointment shall be placed in his or her official status file. A new declaration shall be made after a break in service that exceeds three months.

Rule 301.3
Basic rights and obligations of staff

General

(a) Disciplinary procedures set out in article X of the Staff Regulations and rule 310.1 may be instituted against a staff member who fails to comply with his or her obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, and Financial Regulations and Rules and all administrative issuances.

(b) Staff members shall follow the directions and instructions properly issued by the Secretary-General and their supervisors.

(c) Staff members must comply with local laws and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts.

Specific instances of prohibited conduct

(d) Any form of discrimination or harassment, including sexual or gender harassment, or physical or verbal abuse at the workplace or in connection with work, is prohibited.

(e) Staff members shall not disrupt or otherwise interfere with any meeting or other official activity of the Organization, nor shall staff members threaten, intimidate or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other staff members to discharge their official duties.

(f) Staff members shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to the United Nations.

(g) Staff members shall not intentionally alter, destroy, misplace or render useless any official document, record or file entrusted to them by virtue of their functions, which document, record or file is intended to be kept as part of the records of the Organization.

(h) Staff members shall not seek to influence Member States, principal or subsidiary organs of the United Nations or expert groups in order to obtain a change from a position or decision taken by the Secretary-General, including decisions relating to the financing of Secretariat programmes or units, or in order to secure support for improving their personal situation or the personal situation of other staff members, or for blocking or reversing unfavourable decisions regarding their status or their colleagues' status.

(i) Staff members shall neither offer nor promise any favour, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform or delay the performance of any official act. Similarly, staff members shall neither seek nor accept any favour, gift, remuneration or any other personal benefit from another staff member or from any third party in exchange for performing, failing to perform or delaying the performance of any official act.

(j) Staff members shall not unduly interfere or seek to interfere in the proper establishment or the functioning of the joint bodies established under articles X and XI of the Staff Regulations to advise the Secretary-General on disciplinary matters or on appeals by staff members against an administrative decision. Similarly, staff members shall not unduly influence or attempt to influence any individual participating in the process in the exercise of his or her functions. Nor shall any staff member threaten, retaliate or attempt to retaliate against such individuals or against staff members exercising their right to appeal against administrative decisions.

Honours, gifts or remuneration

(k) Acceptance by staff members of any honour, decoration, favour, gift or remuneration from non-governmental sources requires the prior approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the interests of the Organization and with the staff member's status as an international civil servant. However, staff members may occasionally accept, without prior approval, minor gifts of essentially nominal value having regard to the duty station concerned, provided that all such gifts are promptly disclosed to the head of the office, who may direct that the gift be entrusted to the Organization or returned to the donor.

(l) The Secretary-General may authorize staff members to accept from a non-governmental source or a university academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.

(m) Staff members, as part of their official functions, will be expected from time to time to attend governmental or other functions, such as meals and diplomatic receptions. Such attendance is not considered receipt of a favour, gift or remuneration within the meaning of the Staff Regulations and Rules.

(n) The Secretary-General may, in exceptional cases, provided that this is in the interest of the United Nations and not incompatible with the staff member's status, authorize a staff member to receive from a non-governmental source an honour, decoration, favour, gift or remuneration other than those referred to in staff rules 301.3 (k) to (m) above.

Conflict of interest

(o) A staff member who has occasion to deal, in his or her official capacity, with any matter involving a profit-making, business or other concern in which he or she holds a financial interest, directly or indirectly, shall disclose the measure of that interest to the Secretary-General and, except as otherwise authorized by the Secretary-General, either dispose of that financial interest or formally excuse himself or herself from participating with regard to any involvement in that matter which gives rise to the conflict of interest situation.

(p) The Secretary-General shall establish procedures for the filing and utilization of financial disclosure statements.

Outside activities

(q) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, engage in any of the following acts, if such act relates to the purpose, activities or interests of the United Nations:

(i) Issue statements to the press, radio or other agencies of public information;

(ii) Accept speaking engagements;

(iii) Take part in film, theatre, radio or television productions;

(iv) Submit articles, books or other material for publication.

(r) Membership in a political party is permitted, provided that such membership does not entail action, or an obligation to take action, by the staff member contrary to staff regulation 1.2 (h). The payment of normal financial contributions to a political party shall not be construed as an activity inconsistent with the principles set out in staff regulation 1.2 (h).

(s) The Secretary-General shall establish procedures whereby staff may seek in confidence clarification as to whether proposed outside activities would conflict with their status as international civil servants.

Travel and per diem for outside activities

(t) Staff members who are authorized by the Secretary-General to participate in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source, may receive from the Government, intergovernmental organization, non-governmental organization or private source, accommodation and travel and subsistence allowance generally in line with those payable by the United Nations. In such cases, the travel subsistence allowance that may otherwise be payable by the United Nations shall be reduced, as envisaged by rule 307.4 (a).

Rule 301.4
Performance of staff

(a) The performance of staff members shall be evaluated to assess their efficiency, competence and integrity and to ensure their compliance with the standards set out in the Staff Regulations and Rules for purposes of accountability.

(b) Performance reports shall be prepared regularly in accordance with procedures established by the Secretary-General.

Rule 301.5
Hours of work and official holidays

(a) The Secretary-General shall set the normal number of working hours per week for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require. A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

(b) The number of official holidays at each duty station shall be ten days in each year, including those official holidays mandated by the General Assembly, which shall be observed at all duty stations. The Secretary-General shall set for each duty station the official holidays not mandated by the General Assembly and notify the staff accordingly.

Rule 303.1
Salaries

(a) The Secretary-General shall set the salary rates for each duty station for staff members appointed under these Rules as follows:

(i) For staff recruited for conference and other short-term service under rule 301.1 (a) (i) (ST appointments) (see appendix A);

(ii) For staff recruited specifically for service of a limited duration, under rule 301.1 (a) (ii) (LD appointments) (see appendix C).

(b) Salaries and emoluments of staff appointed under these Rules shall be subject to the staff assessment plan under the conditions specified in staff regulation 3.3 and paragraph (c) of this rule.

(c) Staff appointed under these Rules at the Professional level and above shall be governed by the rates of staff assessment for staff without dependants specified in staff regulation 3.3 (b) (i). All other short-term staff shall be governed by the rates set forth in staff regulation 3.3 (b) (ii).

Rule 303.2
Overtime, compensatory time off and night differential

Conditions for the granting of compensatory time off or for the payment of overtime or night differential at each duty station shall be set by the Secretary-General.

Rule 303.3
Retroactivity of payments

A staff member who has not received a payment to which he or she is entitled shall not receive such payment unless the staff member makes a claim in writing

within one year from the date on which he or she would have been entitled to the payment.

Rule 303.4
Dependency allowances

Staff members appointed under these Rules shall not be eligible for dependency allowances.

Rule 303.5
Deductions and contributions

(a) Staff assessment, at the rates and subject to the conditions prescribed in staff regulation 3.3 and rule 303.1, shall be deducted each pay period from the total payments due to each staff member.

(b) The Secretary-General may make deductions from payments due from the United Nations for indebtedness to the United Nations or to third parties, for lodging provided by the United Nations, a Government or a related institution or for contributions for which provision is made under these Rules.

Rule 303.6
Salary advances

Salary advances may be made to staff members appointed under these Rules:

(a) In cases where staff members do not receive their regular pay cheque through no fault of their own, in the amount due;

(b) In cases where new staff members arrive without sufficient funds, in such amounts as the Secretary-General may deem appropriate.

Rule 303.7
Special post allowance

(a) Staff members shall be expected to assume temporarily, as a normal part of their customary work and without extra compensation, the duties and responsibilities of higher-level posts.

(b) A staff member appointed for a limited duration under rule 301.1 (a) (ii) who is called upon to assume the full duties and responsibilities of a post at a clearly recognizable higher level than his or her own for a temporary period exceeding three months may, in exceptional cases, be granted a non-pensionable special post allowance from the beginning of the fourth month of service at the higher level.

(c) The allowance may be paid on assumption of the higher duties and responsibilities, under conditions established by the Secretary-General, when a staff member is assigned to serve on a mission, or when a staff member in the General Service category is required to serve in a higher-level post in the Professional category, or when a staff member in any category is required to serve in a post at more than one level above his or her level.

(d) The amount of the special post allowance shall be equivalent to at least one additional step of the service allowance received by the staff member before the special post allowance was granted.

Rule 304.1
Letter of appointment

The letter of appointment granted to every staff member contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their letters of appointment.

Rule 304.2
Effective date of appointment

(a) The appointment of a staff member on short-term (ST) appointment shall take effect from the date on which the staff member starts to perform his or her duties, provided that this date may be adjusted in the case of a non-locally recruited staff member to include all or part of the period spent in travel by a route and mode of transportation approved in the staff member's case by the Secretary-General.

(b) The appointment of staff engaged for activities of a limited duration under staff rule 301.1 (a) (ii) (LD appointment) shall take effect from the date on which the staff member enters into official travel status to assume his or her duties, or, if no official travel is involved, from the date on which the staff member starts to perform his or her duties.

Rule 304.3
Notification by staff members and obligation to supply information

(a) Staff members appointed under these Rules shall be responsible for supplying the Secretary-General with whatever information may be required for the purpose of determining their status under the Staff Regulations and Staff Rules or of completing administrative arrangements in connection with their appointments. Specifically, this requirement shall include information on nationality, passport and visa, marital status, dependency status and designation of beneficiary, and information concerning any financial interest the staff member may hold in any business concern with which he or she may have to deal as a staff member.

(b) Staff members shall also be responsible for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under the Staff Regulations and Staff Rules.

(c) A staff member who is arrested, charged with an offence other than a minor traffic violation or summoned before a court as a defendant in a criminal proceeding or convicted, fined or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the Secretary-General.

Rule 304.4
Temporary appointments

(a) All appointments under these Rules are temporary appointments for a fixed term, the period of which is specified in the letter of appointment. Appointments granted under these Rules may be terminated prior to their expiration dates in accordance with the provisions of rule 309.1. Appointments under these Rules carry no expectancy of renewal or of conversion to any other type of appointment.

(b) Appointments under staff rule 301.1 (a) (ii) (LD appointments) may be granted for a period not exceeding three years, subject to renewal, exceptionally, for a final period of one year.

Rule 304.5
Local and non-local recruitment

(a) Staff members appointed under these Rules who have been recruited in the country of the duty station shall be regarded as local recruits. They shall be eligible for the salary rate applicable to local recruits, but not for payment of travel expenses upon appointment or on separation other than as provided under paragraph (c) below.

(b) Staff members appointed under these Rules who have been recruited outside the country of the duty station shall be regarded as non-local recruits. They shall be eligible for the salary rate applicable to non-local recruits and for payment of travel expenses upon appointment and separation, in accordance with these Rules.

(c) A staff member recruited within the country of the duty station may nevertheless be regarded as non-locally recruited if, in the opinion of the Secretary-General, the staff member's normal place of residence at the time of recruitment and the nature of the post for which he or she has been recruited so warrant. Such a staff member shall be eligible for payment of salary at the rates applicable to non-local recruits and for payment of transportation expenses only as determined by the Secretary-General in each case.

Rule 304.6
Family relationships

(a) Except where another person equally well qualified cannot be recruited, appointment shall not normally be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister.

(b) The husband or wife of a staff member may be appointed provided that he or she is fully qualified for the post for which he or she is being considered and that the spouse is not given any preference by virtue of the relationship to the staff member.

(c) Staff members who bear any of the relationships specified in paragraphs (a) and (b) above shall not be assigned to serve in the same department if one of the posts is subordinate to the other in the line of authority.

(d) If two staff members marry, the benefits and entitlements which accrue to them shall be modified as provided in the relevant Staff Rules; their appointment status shall not, however, be affected.

Rule 304.7
Medical examination

(a) Staff members may be required from time to time to satisfy the United Nations Medical Officer, by medical examination, that they are free from any ailment likely to impair the health of others.

(b) Staff members may also be required to undergo such medical examinations and receive such inoculations as may be required by the United Nations Medical Officer within three months of initial appointment under rule 301.1 (a) (ii) or before they go on or after they return from official travel on behalf of the Organization.

Rule 305.1
Annual leave

(a) Staff members recruited in accordance with staff rule 301.1 (a) (i) (ST appointments) shall not be eligible for annual leave.

(b) The Secretary-General shall set terms and conditions under which annual leave may be allowed to staff members specifically recruited for service of limited duration under staff rule 301.1 (a) (ii) (LD appointments).

Rule 305.2
Special leave

Staff members appointed under these Rules may be granted special leave, with full or partial pay or without pay, for compelling reasons for such period as the Secretary-General may deem appropriate in the circumstances.

Rule 306.1
Joint Staff Pension Fund

Staff members appointed under these Rules, who meet the requirements of article 21 of the Regulations of the United Nations Joint Staff Pension Fund, shall become participants in the Joint Staff Pension Fund provided that participation is not excluded by the terms of their appointment. The pensionable remuneration for staff members who become participants in the Pension Fund are set out in appendices A and C to these Rules.

Rule 306.2
Sick leave

Staff members appointed under these Rules who are unable to perform their duties by reason of illness or injury or whose attendance is prevented by public health requirements will be granted sick leave in accordance with the following provisions:

(a) All sick leave must be approved on behalf of the Secretary-General;

(b) Entitlement to sick leave shall be subject to a maximum rate of two working days for each full month of continuous service. Subject to the conditions provided in this rule, sick leave credits will be available at any time during service; however, should separation occur before the expiration date of the appointment, sick leave credits will be recalculated on the basis of the actual period of service;

(c) When sickness of more than five consecutive working days occurs while staff members recruited for service of limited duration are on annual leave, sick leave may be approved subject to appropriate medical certification;

(d) Any absence of more than two consecutive working days must be supported by a medical certificate in all cases. After a staff member has taken uncertified sick leave totalling three working days within any period of six months of continuous service, any further absence from duty within that period shall either be supported by a medical certificate or charged as special leave without pay;

(e) A staff member may be required at any time to submit a medical report as to his or her condition or to undergo a medical examination by the United Nations medical services or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs a staff

member's ability to perform his or her functions, the staff member may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. The staff member shall comply promptly with any direction or request under this rule;

(f) A staff member shall immediately notify a United Nations medical officer of any case of contagious disease occurring in his or her household or of any quarantine order affecting the household. In such a case, or in the case of any other conditions which may affect the health of others, the Medical Director shall decide whether the staff member should be excused from attendance at the office. If so excused, the staff member shall receive full salary and other emoluments for the period of authorized absence;

(g) A staff member, while on sick leave, shall not leave the area of the duty station without the prior approval of the Secretary-General.

Rule 306.3
Medical insurance

(a) Staff members engaged under rule 301.1 (a) (i) may participate in a United Nations medical insurance scheme under conditions established by the Secretary-General.

(b) Staff members engaged under rule 301.1 (a) (ii) shall participate in a medical insurance scheme under conditions established by the Secretary-General unless specifically exempted from such participation. The United Nations shall not be responsible for the medical expenses of staff members who are exempted from participation in a medical insurance scheme provided by the United Nations except in accordance with the provisions of staff rule 306.4.

Rule 306.4
Compensation for death, injury or other disability attributable to service

Staff members appointed under these Rules shall be entitled to compensation in the event of illness, injury or death attributable to the performance of official duties on behalf of the United Nations. The Secretary-General shall decide in each case whether to apply the provisions of appendix D to the Staff Rules or to offer comparable compensation.

Rule 306.5
Compensation for loss of or damage to personal effects attributable to service

Staff members appointed under these Rules shall be entitled, within the limits and under the conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations.

Rule 307.1
Official travel

The United Nations shall pay the authorized travel expenses of staff members appointed under these Rules under the following circumstances:

(a) In respect of non-locally recruited staff members, on appointment and separation;

(b) On official business for the United Nations;

(c) On travel authorized for medical or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses.

Rule 307.2
Authority for travel

(a) Before travel is undertaken, it shall be authorized in writing. In exceptional cases, staff members may be authorized to travel on oral orders, but such oral authorization shall require written confirmation. A staff member shall be personally responsible for ascertaining that he or she has the proper authorization before commencing travel.

(b) Unless the staff member is specifically authorized to make other arrangements, all tickets for transportation involving official travel shall be purchased by the United Nations in advance of the actual travel.

Rule 307.3
Expenses for travel

(a) Except as provided in paragraph (c) below, travel expenses shall normally cover the actual cost of transportation on official travel by a route, mode and standard of transportation approved by the Secretary-General, together with terminal expenses at rates and under conditions established by the Secretary-General.

(b) The United Nations shall pay only for transportation and accommodations actually authorized and used. All claims for reimbursement of travel expenses must be supported by receipts.

(c) The Secretary-General may establish a lump-sum arrangement for travel on the appointment and separation of staff specifically recruited for service of a limited duration in accordance with rule 301.1 (a) (ii) (LD appointments).

(d) Official travel on behalf of the United Nations, other than travel on appointment or separation as covered by these Rules, shall be governed by the corresponding travel rules in the 100 series of the Staff Rules.

(e) The Secretary-General may reject any claim for payment or reimbursement of travel expenses which are incurred in contravention of any provision of these Rules.

Rule 307.4
Subsistence allowance

(a) A staff member appointed under these Rules who is authorized to travel at United Nations expense shall receive an appropriate subsistence allowance under conditions defined by the Secretary-General and in accordance with a schedule established from time to time, except in respect of travel on appointment, assignment or repatriation. In such cases, the allowance may be paid for stopovers actually made during such travel under conditions established by the Secretary-General. The rates of subsistence allowance shall be subject to reduction in cases where lodging or meals are provided free of charge by the United Nations, by a Government or by a related institution.

(b) When a non-locally recruited staff member whose salary rate is set forth in section I of appendix A to these Rules is assigned to another duty station for two weeks or more and receives a travel subsistence allowance under paragraph (a) above, the net salary of the staff member shall be changed from the non-local rate to the local rate at the first duty station for the duration of the assignment to the other duty station.

Rule 307.5
Loss of entitlement for return transportation

A staff member appointed under these Rules who resigns shall not normally be entitled to payment of return travel expenses. The Secretary-General may, however, authorize such payment if there are compelling reasons for so doing.

Rule 307.6
Excess baggage and unaccompanied shipments

(a) For the purposes of these Rules, "excess baggage" shall mean baggage in excess of the weight or volume carried without extra charge by transportation companies.

(b) Staff members travelling by air shall be entitled to reimbursement of the cost of excess baggage for one bag in addition to their free baggage allowance or up to 25 kilograms per traveller.*

(c) When a staff member appointed under these Rules travels at United Nations expense, the Secretary-General may authorize the shipment of personal effects by the most economical means, up to a maximum of 100 kg (220 lbs) or 0.6 cubic metres (22 cubic feet), including the weight or volume of packing but excluding crating and lift vans. Where surface shipment is the most economical means of transportation, surface shipment shall normally be authorized.

Rule 307.7
Insurance

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid under arrangements in force under rule 306.5, in respect of loss of or damage to accompanied personal baggage directly attributable to the performance of official duties on behalf of the United Nations.

(b) When a shipment under staff rule 307.6 (c) is authorized, insurance coverage shall be provided by the Organization up to the maximum amount established by the Secretary-General.

Rule 308.1
Staff relations

Rule 108.1 on staff representative bodies and rule 108.2 on joint staff-management machinery shall apply to staff members appointed under these Rules. Their texts are reproduced in appendix E to these Rules.

* Amendment to rule 307.6 (b) is provisional until reported to the General Assembly, pursuant to regulation 12.2 of the Staff Regulations.

Rule 309.1
Resignation

(a) A resignation within the meaning of the Staff Regulations is a separation initiated by the staff member.

(b) Unless otherwise specified in their letter of appointment, staff members recruited under these Rules shall give written notice of resignation. The following period of notice shall apply:

(i) One week for locally recruited staff on an ST appointment under rule 301.1 (a) (i);

(ii) Two weeks for non-locally recruited staff on an ST appointment under rule 301.1 (a) (i);

(iii) Thirty days for staff recruited on an LD appointment under rule 301.1 (a) (ii).

The Secretary-General may, however, accept resignations on shorter notice.

Rule 309.2
Termination

(a) A termination within the meaning of the Staff Regulations is a separation from service initiated by the Secretary-General, other than summary dismissal for serious misconduct.

(b) The appointment of a staff member appointed under these Rules may be terminated at any time if, in the Secretary-General's opinion, such action would be in the interest of the United Nations.

Rule 309.3
Notice of termination

(a) Staff appointed under these Rules whose contracts are to be terminated prior to the specified expiration date shall be given not less than one week's written notice in the case of locally recruited staff members and two weeks' written notice in the case of non-locally recruited staff members, or as otherwise provided in the letter of appointment.

(b) In lieu of the notice period, the Secretary-General may authorize compensation equivalent to salary and applicable allowances corresponding to the relevant notice period, at the rate in effect on the last day of service.

Rule 309.4
Termination indemnity

In accordance with paragraph (e) of annex III to the Staff Regulations, staff members appointed under these Rules shall not be paid a termination indemnity unless such payment is specified in the letter of appointment.

Rule 309.5
Expiration of appointments

(a) Appointments under these Rules shall expire automatically and without prior notice on the expiration date of the period specified in the letter of appointment.

(b) Separation as a result of the expiration of any such appointment shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 309.6
Last day for pay purposes

(a) When the separation of a staff member engaged under rule 301.1 (a) (ii) results from death occurring in the course of the appointment, entitlement to salary and emoluments shall cease as from the date of death. However, when there is a surviving spouse or one or more dependent children, a lump sum of three months' gross salary less staff assessment shall be paid to the surviving spouse and any dependent children, to be divided equally among those beneficiaries.

(b) Staff appointed under these Rules who, under rule 304.5, are non-local recruits with an entitlement to return travel shall be paid on separation a lump sum corresponding to the net salary and service allowance, where applicable, for the number of days of authorized travel, estimated on the basis of uninterrupted travel by an approved route and mode, from the duty station or the mission area to the place of entitlement to return travel.

Rule 309.7
Certification of service

Any staff member appointed under these Rules who so requests shall, on leaving the service of the United Nations, be given a statement relating to the nature of his or her duties and the length of service. On the staff member's written request, the statement shall also refer to the quality of his or her work and official conduct.

Rule 310.1
Disciplinary measures

(a) Failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or other relevant administrative issuances or to observe the standards of conduct expected of an international civil servant may amount to unsatisfactory conduct within the meaning of staff regulation 10.2, leading to the institution of disciplinary proceedings and the imposition of disciplinary measures for misconduct.

(b) If an allegation of misconduct is made against a staff member and the Secretary-General so decides, the staff member may be suspended from duty, without prejudice to his or her rights. Such suspension shall be with pay unless, in exceptional circumstances, suspension without pay is appropriate. A staff member suspended under this paragraph shall be given a written statement of the reason for the suspension.

(c) In any case involving possible disciplinary action, the Secretary-General may refer the matter to a standing Joint Disciplinary Committee or may establish, on an ad hoc basis, machinery to advise him before any decision is taken.

(d) No disciplinary proceedings may be instituted against a staff member unless he or she has been notified, in writing, of the allegations against him or her and of the right to seek the assistance of counsel in his or her defence at his or her own expense, and has been given a reasonable opportunity to respond to those allegations.

(e) Disciplinary measures under these Rules may take one or more of the following forms:

(i) Written censure;

(ii) Suspension without pay;

(iii) Fine;

(iv) Separation from service, with or without notice or compensation in lieu of notice;

(v) Summary dismissal.

Rule 311.1
Appeals

Rule 111.1 on the establishment of joint appeals boards and rule 111.2 on appeals shall apply to staff members appointed under these Rules. Their texts are reproduced in appendix E to these Rules.

Rule 312.1
Amendment of Staff Rules

Subject to regulations 12.1, 12.2, 12.3, 12.4 and 12.5, these Rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

Rule 312.2
Financial responsibility

Any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of the staff member's gross negligence or of his or her having violated any regulation, rule or administrative instruction.

Rule 312.3
Liability insurance

In accordance with General Assembly resolution 22 E (I) of 13 February 1946, staff members who own or drive motor cars shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or from damage to the property of others caused by their cars.

Rule 312.4
Staff member's beneficiaries

(a) At the time of appointment each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the staff member to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of a staff member, all amounts standing to the staff member's credit will be paid to his or her nominated beneficiary or beneficiaries subject to application of the Staff Rules. Such payment shall afford the

United Nations a complete release from all further liability in respect of any sum so paid.

(c) If a nominated beneficiary does not survive or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member will, upon the staff member's death, be paid to his or her estate.

Rule 312.5
Proprietary rights

All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties, shall be vested in the United Nations.

Rule 312.6
Effective date of Staff Rules

Except as otherwise indicated and subject always to the provisions of regulations 12.1, 12.2, 12.3, 12.4 and 12.5, staff rules 301.1 to 312.6, as published in the present revision, shall be effective 1 January 2008. Any special conditions entered into in an individual letter of appointment will, however, continue to govern the appointment.

Appendices to the 300 series of the Staff Rules

Appendix A

Salary rates for conference and other short-term staff at Headquarters under rule 301.1 (a) (i)

I. Monthly salary rates for staff in the Professional and higher categories at Headquarters[a]

(United States dollars)

	Local (effective 1 January 2008)		*Non-local[b] (effective 1 January 2008)*	
Level	*Gross*	*Net*	*Gross*	*Net*
USG	22 152	16 558	21 137	15 544
ASG	20 215	15 281	19 689	14 754
D-2	16 749	12 974	17 104	13 328
D-1	15 365	12 018	16 085	12 737
P-5	12 794	10 171	14 219	11 596
P-4	10 563	8 502	12 626	10 564
P-3	8 676	7 066	11 287	9 677
P-2	7 115	5 887	10 177	8 949
P-1	5 581	4 687	9 101	8 207

[a] The Secretary-General may establish appropriate alternative rates for special assignments.
[b] Includes subsistence allowance.

II. Salary rates for translators and revisers[a]

(United States dollars)

The daily rates, which are to apply in cases of appointments of a duration of 60 days or less, shall be paid on a calendar-day basis. The monthly rates shall apply to appointments of over 60 days. The net rates form the basis of the agreement between the International Association of Conference Translators and the Consultative Committee on Administrative Questions.

A. Daily rates

	Base pay		*Locally recruited salary[b] (effective 1 January 2008)*		*Non-locally recruited salary[c,d] (effective 1 January 2008)*	
	Gross	*Net*	*Gross*	*Net*	*Gross*	*Net*
Translator I	197.10	147.35	280.53	230.78	271.20	221.45
Translator II	242.05	176.85	342.17	276.97	331.00	265.80
Translator III/ Reviser I	286.80	206.50	403.60	323.30	390.55	310.25
Translator IV/ Reviser II	323.20	229.90	453.60	360.30	439.05	345.75
Reviser III	359.60	253.35	502.98	396.73	486.95	380.70

B. Monthly rates

	Base pay		*Locally recruited salary[b] (effective 1 January 2008)*		*Non-locally recruited salary[c,e] (effective 1 January 2008)*	
	Gross	*Net*	*Gross*	*Net*	*Gross*	*Net*
Translator I	5 305	3 966	7 551	6 212	7 303	5 964
Translator II	6 515	4 760	9 210	7 455	8 914	7 159
Translator III/ Reviser I	7 720	5 558	10 864	8 702	10 519	8 358
Translator IV/ Reviser II	8 700	6 189	12 210	9 699	11 818	9 307
Reviser III	9 680	6 819	13 539	10 678	13 116	10 256

[a] The terms "translators" and "revisers" include, as appropriate, précis-writers, verbatim reporters and editors of Official Records and publications.

[b] Including post adjustment.

[c] Including cost-of-living supplement.

[d] In addition, entitled to a daily subsistence allowance of $347, effective 1 December 2006.

[e] In addition, entitled to a daily subsistence allowance of $347 for the first 30 days, $295 for the next 30 days, $231 from the 61st day and $174 from the 121st day, effective 1 December 2006.

III. Salary rates for interpreters

(United States dollars)

Effective 1 January 2008

	Daily[a]		*Monthly*[b]	
	Gross	*Net*	*Gross*	*Net*
	A. World rate			
Group I	567.00	537.00	15 250	14 454
Group II	371.00	358.00	9 997	9 636
	B. Americas rate			
Group I	494.50	464.50	13 299	12 503
Group II	322.50	309.50	8 692	8 331

[a] In addition, if non-locally recruited, entitled to a daily subsistence allowance of $347.

[b] In addition, if non-locally recruited, entitled to a daily subsistence allowance of $347 for the first 30 days, $295 for the next 30 days, $231 from the 61st day and $174 from the 121st day.

IV. Salary rates for conference and other short-term staff[a]

Monthly standard salary rates for staff in the General Service, Conference Typists, Security Service and Trades and Crafts categories at Headquarters

(United States dollars)

Effective 1 December 2007

	Local recruits		*Non-local recruits*[b]	
Level	*Gross*	*Net*	*Gross*	*Net*
General Service				
G-7	5 439	4 169	9 864	8 594
G-6	4 876	3 775	9 301	8 200
G-5	4 390	3 415	8 815	7 840
G-4A	4 112	3 209	8 537	7 634
G-4	3 953	3 092	8 378	7 517
G-3C	3 986	3 116	8 411	7 541
G-3B	3 841	3 009	8 266	7 434
G-3A	3 697	2 903	8 122	7 328
G-3	3 553	2 796	7 978	7 221
G-2B	3 717	2 917	8 142	7 342
G-2A	3 456	2 724	7 881	7 149
G-2	3 201	2 532	7 626	6 957
G-1	2 889	2 291	—	—
Conference Typists				
CT-C	4 274	3 329	8 699	7 754
CT-B	3 986	3 116	8 411	7 541
CT-A	3 697	2 903	8 122	7 328
Security Service				
S-3B	5 760	4 391	—	—
S-3A	5 233	4 028	—	—
S-2	4 706	3 649	—	—
S-1	4 195	3 271	—	—
Trades and Crafts				
TC-5	5 419	4 156	—	—
TC-4	5 000	3 867	—	—
TC-3	4 608	3 577	—	—
TC-2	4 219	3 289	—	—
TC-1	3 826	2 998	—	—

[a] The Secretary-General may establish appropriate alternative rates for special assignments.

[b] The net or gross rate for non-local recruits consists of the net or gross salary of local recruits plus a subsistence element of $4,425.

Appendix B

Overtime payment and compensatory time off for short-term staff at Headquarters

(a) Pursuant to rule 303.2, short-term staff members in the General Service and related categories who are required to work overtime at Headquarters shall be given compensatory time off or may receive additional payment in accordance with the following provisions:

(i) Overtime at Headquarters means time worked in excess of the scheduled workday or in excess of the scheduled workweek or time worked on official holidays, provided that such work has been authorized by the proper authority;

(ii) The scheduled workday at Headquarters means the duration of the working hours in effect at the time on any day of the scheduled workweek, less one hour for a meal;

(iii) The scheduled workweek at Headquarters consists of the five working days assigned to the staff member during seven consecutive calendar days;

(iv) Compensation shall take the form of an equal amount of compensatory time off for overtime in excess of the scheduled workday up to a total of eight hours of work on the same day. Subject to the exigencies of service, such compensatory time off may be given at any time during the four months following the month in which the overtime takes place. If, upon separation from service, a staff member has accrued compensatory time off, he or she may be paid in lieu thereof a sum of money corresponding to the net base salary for an equivalent number of hours;

(v) Compensation shall take the form of an additional payment for overtime in excess of a total of eight hours of work in any day of the scheduled workweek, or when it takes place on the sixth or seventh day of the scheduled workweek;

(vi) Compensation for overtime shall take the form of an additional payment when it takes place on an official holiday, provided that the Secretary-General may require all staff members at Headquarters to work on a holiday that falls during a period of exigency. In that event, the Secretary-General shall set another working day to be observed as the holiday and the holiday falling during the period of exigency shall be treated as a normal working day;

(vii) *a.* The additional payment referred to in subparagraph (v) above shall be made at the rate of one-and-one-half times the staff member's net base salary rate, except that if the overtime work takes place on a Sunday or on the seventh day of the scheduled workweek, the rate of the additional payment shall be twice the staff member's net base salary rate. In the latter case, overtime which takes place on a Sunday will be subject to compensation at the straight or one-and-one-half time rate, as appropriate;

b. The additional payment referred to in subparagraph (vi) above shall be made at the rate of twice the staff member's net base salary rate;

(viii) Compensation for overtime shall be reckoned to the nearest half hour; casual overtime of less than one half hour on any day during the scheduled workweek shall be disregarded. A staff member who is required to work on the

sixth or seventh day of the week or on an official holiday shall receive no less than four hours of overtime compensation;

(ix) In the interests of the health of the staff and the efficiency of the service, supervisors shall not require a staff member to work more than 40 hours of overtime during any one month, except where unusual exigencies of service so require.

(b) Short-term staff members at the Professional level and above who work substantial and recurrent periods of overtime may be granted occasional time off for such periods as the Secretary-General may consider appropriate.

Conditions governing night differential

(a) Pursuant to rule 303.2, staff members whose salary rates are set out in section I of appendix A to these Rules shall receive, for any regular working hours between 6 p.m. and 9.30 a.m., a night differential at the rate of 10 per cent of their net base salary, provided that no such differential shall be paid for any part of the tour of duty that begins between 6 a.m. and 9.30 a.m.

(b) Payments shall be reckoned to the nearest hour, and work periods of less than one half hour shall not be taken into consideration.

Appendix C

Salary rates for staff specifically recruited for service of a limited duration under rule 301.1 (a) (ii)

I. Annual salary rates for staff in the Professional and higher categories

(United States dollars)

Salary rates

Effective 1 January 2008

Level	*Gross*	*Net*
USG	189 929	122 802
ASG	172 546	113 332
D-2	141 524	96 219
D-1	129 304	89 129
P-5	106 907	75 432
P-4	87 790	63 052
P-3	71 729	52 408
P-2	58 401	43 662
P-1	45 493	34 760

Service allowance

Effective 1 January 2008

Level	*A*	*B*	*C*	*D*	*
USG					42 981
ASG					39 666
D-2	6 735	13 471	24 055	26 941	
D-1	6 239	12 478	22 282	24 956	
P-5	5 280	10 560	18 858	21 121	
P-4	4 414	8 827	15 763	17 655	
P-3	3 669	7 337	13 102	14 674	
P-2	3 056	6 113	10 916	12 225	
P-1	2 433	4 866	8 690	9 733	

Family element of service allowance

Effective 1 January 2008

Level	*A*	*B*	*C*	*D*	*
USG					19 894
ASG					18 360
D-2	12 355	13 163	14 433	14 779	
D-1	11 444	12 193	13 369	13 690	
P-5	9 685	10 319	11 315	11 586	
P-4	8 096	8 626	9 458	9 685	
P-3	6 729	7 169	7 861	8 050	
P-2	5 606	5 973	6 549	6 706	
P-1	4 463	4 755	5 214	5 339	

II. Annual salary rates for staff in the Field Service category

(United States dollars)

Salary rates

Effective 1 January 2008

Level	*Gross*	*Net*
FS-7	87 243	62 692
FS-6	72 218	52 733
FS-5	61 824	45 894
FS-4	53 925	40 728
FS-3	47 353	36 149
FS-2	42 072	32 211
FS-1	37 451	28 777

Service allowance

Effective 1 January 2008

Level	*A*	*B*	*C*	*D*
FS-7	4 388	8 777	15 673	17 554
FS-6	3 691	7 383	13 183	14 765
FS-5	3 213	6 425	11 474	12 850
FS-4	2 851	5 702	10 182	11 404
FS-3	2 530	5 061	9 037	10 122
FS-2	2 255	4 510	8 053	9 019
FS-1	2 014	4 029	7 194	8 058

Family element of service allowance

Effective 1 January 2008

Level	*A*	*B*	*C*	*D*
FS-7	8 050	8 576	9 404	9 629
FS-6	6 771	7 214	7 910	8 100
FS-5	5 893	6 278	6 884	7 049
FS-4	5 229	5 572	6 109	6 256
FS-3	4 642	4 945	5 422	5 552
FS-2	4 136	4 406	4 832	4 948
FS-1	3 695	3 937	4 317	4 420

III. Annual pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 September 2007

Level	*Amount*
USG	270 172
ASG	249 714
D-2	207 643
D-1	188 733
P-5	157 048
P-4	128 194
P-3	105 360
P-2	86 437
P-1	67 308

IV. Annual pensionable remuneration for staff in the Field Service category

(United States dollars)

Effective 1 September 2007

Level	*Amount*
FS-7	127 489
FS-6	106 055
FS-5	91 299
FS-4	80 084
FS-3	70 281
FS-2	61 919
FS-1	55 115

Appendix D

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties (issued separately as Secretary-General's bulletins ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1, and ST/SGB/Staff Rules/1/Rev.7/Amend.3)

Appendix E

Staff rules 108.1 and 108.2 and 111.1 and 111.2

Chapter VIII
Staff relations

Rule 108.1
Staff representative bodies

Definition. The term "staff representative bodies", as used in the present chapter of the Staff Rules, shall be deemed to include staff councils, as referred to in other chapters of the Rules, as well as other corresponding staff representative bodies established in accordance with staff regulation 8.1 (b).

(a) Staff representative bodies shall be established at the following duty stations: Addis Ababa, Baghdad, Bangkok, Geneva, Jerusalem, Nairobi, New York, Santiago and Vienna. Staff representative bodies may also be established at other duty stations, each of which may affiliate with a staff representative body at one of the duty stations specified above. Staff members serving in duty stations where no staff representative body exists may decide to be represented through a staff representative body at one of the specified duty stations.

(b) Each member of the staff may participate in elections to a staff representative body, and all staff serving at a duty station where a staff representative body exists shall be eligible for election to it, subject to any exceptions as may be provided in the electoral regulations drawn up by the staff representative body concerned and meeting the requirements of regulation 8.1 (b).

(c) Polling officers selected by the staff shall conduct the election of the members of each staff representative body, on the basis of the electoral regulations of the staff representative body concerned, in such a way as to ensure the complete secrecy and fairness of the vote. The polling officers shall also conduct other elections of staff members as required by the Staff Regulations or Staff Rules.

(d) The staff representative bodies shall be entitled to effective participation through their duly elected executive committees, in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies, and shall be entitled to make proposals to the Secretary-General on behalf of the staff.

(e) In accordance with the principle of freedom of association, staff members may form and join associations, unions or other groupings. However, formal contact and communication on the matters referred to in paragraph (d) shall be conducted at each duty station through the executive committee of the staff representative body, which shall be the sole and exclusive representative body for such purpose.

(f) General administrative instructions or directives on questions within the scope of paragraph (d) shall be transmitted in advance, unless emergency situations make this impracticable, to the executive committees of the staff representative bodies concerned for consideration and comment before being placed in effect.

Rule 108.2
Joint staff/management machinery

(a) The joint staff/management machinery provided for in regulation 8.2 shall consist of:

(i) Joint advisory committees or corresponding staff/management bodies, at designated duty stations, normally composed of not less than three and not more than seven staff representatives and an equal number of representatives of the Secretary-General;

(ii) A Secretariat-wide joint staff/management body composed of equal numbers of representatives of the staff and of representatives of the Secretary-General.

(b) The President of the staff/management bodies referred to in paragraph (a) above shall be selected by the Secretary-General from a list proposed by the staff representatives.

(c) Instructions or directives embodying recommendations made by the bodies referred to in paragraph (a) above shall be regarded as having satisfied the requirements of rule 108.1 (d) and (f).

(d) The joint staff/management bodies referred to in paragraph (a) shall establish their own rules and procedures.

(e) The Secretary-General shall designate secretaries of the joint staff/management bodies referred to in paragraph (a) and shall arrange for such services as may be necessary for their proper functioning.

Chapter XI
Joint appeals boards

Rule 111.1
Establishment

(a) Joint appeals boards shall be established in New York, Geneva, Vienna, Nairobi and at such other duty stations as may be designated by the Secretary-General to consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1.

(b) Each Joint Appeals Board shall be composed of:

(i) Chairpersons appointed by the Secretary-General after selection by the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established;

(ii) Members appointed by the Secretary-General;

(iii) An equal number of members elected by ballot of the staff under the jurisdiction of the Board.

The number of chairpersons and members of each Board shall be determined by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established.

(c) The chairpersons and members of the Joint Appeals Board shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected.

(d) A chairperson may be removed from a Joint Appeals Board by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies of the duty station at which the Board is established. The members appointed by the Secretary-General may be removed by him. The members elected by the staff may be recalled by a majority vote of the staff under the jurisdiction of the Board concerned, taken at the initiative of any staff representative body at the duty station at which that Board is established.

(e) Each Joint Appeals Board shall establish its own rules of procedure, which shall specify how its presiding officer and, where necessary, any alternate presiding officers shall be selected from among the chairpersons.

(f) Each Joint Appeals Board may, by a majority vote of all its chairpersons and members, recommend to the Secretary-General changes in the present chapter of the Staff Rules.

(g) The secretariat of each Joint Appeals Board shall consist of a secretary and such other staff as may be required for its proper functioning.

Rule 111.2
Appeals

(a) A staff member wishing to appeal an administrative decision, pursuant to staff regulation 11.1, shall, as a first step, address a letter to the Secretary-General, requesting that the administrative decision be reviewed; such a letter must be sent within two months from the date the staff member received notification of the decision in writing. The staff member shall submit a copy of the letter to the executive head of his or her department, office, fund or programme.

(i) If the Secretary-General replies to the staff member's letter, he or she may appeal against the answer within one month of the receipt of such reply;

(ii) If the Secretary-General does not reply to the letter within one month in respect of a staff member stationed in New York, or within two months in respect of a staff member stationed elsewhere, the staff member may appeal against the original administrative decision within one month of the expiration of the time limit specified in this subparagraph for the Secretary-General's reply.

(b) At any time after a request for review has been submitted but before a panel of the Joint Appeals Board has been constituted to hear an appeal, conciliation may be sought on the issues involved at the initiative of the Secretary-General, or the staff member, or the presiding officer of the Joint Appeals Board. The presiding officer shall refer the matter for that purpose to a chairperson or member of the Joint Appeals Board. This procedure is without prejudice to the right of the staff member to pursue an appeal under the provisions of this rule if the issues cannot be resolved through conciliation.

(c) Neither a request for administrative review under paragraph (a) above nor the filing of an appeal under paragraph (d) below shall have the effect of suspending action on the contested decision.

(i) However, the staff member concerned may request a suspension of action on such decision by writing to the Secretary of the appropriate Joint Appeals Board under paragraph (d) below. The request shall set forth the relevant facts and indicate how implementation would directly and irreparably injure the staff member's rights;

(ii) Upon receipt of such a request, a panel of the Board shall be promptly constituted, and shall act expeditiously. If the panel, after considering the views of both parties, determines that the decision has not been implemented and that its implementation would result in irreparable injury to the appellant, it may recommend to the Secretary-General the suspension of action on that decision:

a. Until the time limits specified in subparagraphs (a) (i) or (ii) have passed without an appeal having been filed, or

b. If an appeal is filed, until a decision on the appeal is taken;

(iii) The Secretary-General's decision on such a recommendation is not subject to appeal.

(d) An appeal pursuant to paragraph (a) or a request for suspension of action pursuant to paragraph (c) above shall be filed with the Secretary of the appropriate Joint Appeals Board, to be determined as follows:

(i) With respect to staff members serving at a duty station at which a Board has been established or who are administered by organizational units located at such duty station, it shall be the Board;

(ii) With respect to former staff members who last served at a duty station at which a Board has been established or who were administered by organizational units located at such a duty station, it shall be that Board;

(iii) With respect to all other staff members and all other former staff members, it shall be the Board established in New York, provided that the Secretary-General may decide, at the request of the staff member, to refer the appeal to another one of the Boards or to establish an appropriate ad hoc body. Such staff members or former staff members may meet the time limits specified in subparagraphs (a) (i) or (ii) by delivering the requisite submissions within such limits to any office of the United Nations for transmission to the appropriate Board.

(e) (i) For the consideration of each appeal, the presiding officer of the appropriate Joint Appeals Board shall constitute a panel of the Board, composed as follows:

a. A panel chairperson from among the chairpersons of the Board;

b. A member selected from among those appointed by the Secretary-General;

c. A member selected from among those elected by the staff;

(ii) In constituting such panels, the maximum possible rotation of chairpersons and members of the Board shall be observed: the modalities of such rotation shall be specified in the rules of procedure of the Board. No person who has assisted the Secretary-General in a conciliation procedure

referred to in paragraph (b) shall serve on a panel established to consider an appeal relating to the same case;

(iii) Before a panel undertakes consideration of an appeal, the parties shall be notified of the proposed composition thereof. The presiding officer of the Board may, at the request of either party, disqualify the chairperson or either member if, in the opinion of the presiding officer, such action is warranted to ensure impartiality. He or she may also excuse the chairperson or either member from serving on the panel;

(iv) Subject to the principles set out in subparagraphs (i) to (iii), the presiding officer of the Board shall fill any vacancies arising on the panel.

(f) An appeal shall not be receivable unless the time limits specified in paragraph (a) above have been met or have been waived, in exceptional circumstances, by the panel constituted for the appeal.

(g) At the duty station where the appeal is considered, the designated representative of the Secretary-General shall submit a written reply within two months following the date of receipt of the appeal.

(h) Proceedings before a panel shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, in one of the working languages of the Secretariat.

(i) A staff member may arrange to have his or her appeal presented to the panel on his or her behalf by counsel, at his or her own expense.

(j) Where the competence of the Joint Appeals Board is in doubt, the panel constituted for the appeal shall decide.

(k) In the case of termination or other action on grounds of inefficiency or relative efficiency, the panel shall not consider the substantive question of efficiency but only evidence that the decision was motivated by prejudice or by some other extraneous factor.

(l) The panel shall have authority to call members of the Secretariat who may be able to provide information concerning the issues before it and shall have access to all documents pertinent to the case. Notwithstanding the preceding sentence, should the panel wish to have information or documents relating to the proceedings of the appointment and promotion bodies in questions involving appointment and promotion, it shall request such information or documents from the Chairperson of the appropriate central review body, who shall decide on the panel's request, taking into account the interests of confidentiality. This decision of the Chairperson is not subject to appeal. The Chairperson of the panel shall determine which documents are to be transmitted to all members of the panel and the parties.

(m) In considering an appeal, the panel shall act with the maximum dispatch consistent with a fair review of the issues before it.

(n) Within one month of the date on which the consideration of an appeal has been completed, the panel shall, by majority vote, adopt and submit a report to the Secretary-General. The report shall be considered as constituting a record of the proceedings in the appeal and may include a summary of the matter as well as all recommendations that the panel considers appropriate. Votes on the recommendations shall be recorded and any member of the panel may have his or her dissenting opinion included in the report.

(o) Notwithstanding the above, if the appeal involves a claim having a cumulative maximum value not in excess of one thousand and five hundred dollars ($1,500), on account of salary, emoluments or any other entitlement under the Staff Regulations and Staff Rules, such claim shall be considered a "small claim" and shall be dealt with accordingly under appropriate rules of procedure which the Joint Appeals Board competent to hear the appeal may have adopted. Such rules may require the designated representative of the Secretary-General to submit comments within thirty days of receipt of the claim from the Joint Appeals Board secretariat.

(p) The final decision on the appeal will normally be taken by the Secretary-General within one month after the panel has forwarded its report, and shall be communicated to the staff member, together with a copy of the panel's report. The Secretary-General's decision and a copy of the panel's report shall also be transmitted to a designated officer of the staff representative body or bodies at the duty station at which the Joint Appeals Board is established, unless the staff member objects.

(q) To enable staff members to exercise their right to make application to the Administrative Tribunal under article 7, paragraphs 2 (b) and (c), of its statute, the Secretary of the Joint Appeals Board concerned shall, at the request of the staff member, communicate to him or her the report of the panel, if the Secretary-General has not made a decision upon the report within a period of one month after the date on which the report was submitted to him.

08-32440 (E) 280508

ST/SGB/2008/4

Staff Regulations

United Nations • New York, 2008

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Staff Regulations

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ST/SGB/2008/4
1 January 2008

Secretary-General's bulletin

Staff Regulations

The Secretary-General promulgates the following with respect to the Staff Regulations of the United Nations, established by the General Assembly in accordance with Article 101 of the Charter of the United Nations:

Section 1
Revised edition of the Staff Regulations

1.1 By its resolution 62/227, the General Assembly approved revised salary scales for staff in the Professional and higher categories and consequential amendments to the Staff Regulations, effective 1 January 2008.

1.2 The revised text of the Staff Regulations incorporating the amendments referred to above is attached to the present bulletin.

Section 2
Final provisions

2.1 The revised Staff Regulations are effective from 1 January 2008.

2.2 The present bulletin abolishes Secretary-General's bulletin ST/SGB/2007/4.

(*Signed*) **Ban** Ki-moon
Secretary-General

Charter of the United Nations

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staffs shall be permanently assigned to the Economic and Social Council, the Trusteeship Council, and, as required, to other organs of the United Nations. These staffs shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

Earlier amendments to the Staff Regulations

The General Assembly established the Staff Regulations of the United Nations according to Article 101 of the Charter by resolution 590 (VI) of 2 February 1952 and amended them thereafter by resolutions 781 (VIII) and 782 (VIII) of 9 December 1953, resolution 882 (IX) of 14 December 1954, resolution 887 (IX) of 17 December 1954, resolution 974 (X) of 15 December 1955, resolution 1095 (XI) of 27 February 1957, resolutions 1225 (XII) and 1234 (XII) of 14 December 1957, resolution 1295 (XIII) of 5 December 1958, resolution 1658 (XVI) of 28 November 1961, resolution 1730 (XVI) of 20 December 1961, resolution 1929 (XVIII) of 11 December 1963, resolution 2050 (XX) of 13 December 1965, resolution 2121 (XX) of 21 December 1965, resolution 2369 (XXII) of 19 December 1967, resolutions 2481 (XXIII) and 2485 (XXIII) of 21 December 1968, resolution 2742 (XXV) of 17 December 1970, resolution 2888 (XXVI) of 21 December 1971, resolution 2990 (XXVII) of 15 December 1972, resolution 3008 (XXVII) of 18 December 1972, resolution 3194 (XXVIII) of 18 December 1973, resolutions 3353 (XXIX) and 3358 B (XXIX) of 18 December 1974, resolution 31/141 B of 17 December 1976, resolution 32/200 and decision 32/450 B of 21 December 1977, resolution 33/119 of 19 December 1978, decision 33/433 of 20 December 1978, resolution 35/214 of 17 December 1980, decision 36/459 of 18 December 1981, resolution 37/126 of 17 December 1982, resolution 37/235 C of 21 December 1982, resolution 39/69 of 13 December 1984, resolutions 39/236 and 39/245 of 18 December 1984, decision 40/467 of 18 December 1985, resolutions 41/207 and 41/209 of 11 December 1986, resolutions 42/221 and 42/225 of 21 December 1987, resolution 43/226 of 21 December 1988, resolution 44/185 of 19 December 1989, resolution 44/198 of 21 December 1989, resolutions 45/241 and 45/251 of 21 December 1990, resolution 45/259 of 3 May 1991, resolution 46/191 of 20 December 1991, resolution 47/216 of 12 March 1993, resolution 47/226 of 30 April 1993, resolutions 48/224 and 48/225 of 23 December 1993, resolutions 49/222 and 49/223 of 23 December 1994, resolution 49/241 of 6 April 1995, resolution 51/216 of 18 December 1996, resolution 52/216 of 22 December 1997, resolution 52/225 of 4 February 1998, resolution 52/252 of 8 September 1998, resolution 54/238 and decision 54/460 of 23 December 1999, resolution 55/223 of 23 December 2000, resolution 55/258 of 14 June 2001, resolution 56/244 of 24 December 2001, resolution 57/285 of 20 December 2002, resolution 57/310 of 18 June 2003, resolution 58/265 of 23 December 2003, resolution 59/268 of 23 December 2004, resolutions 60/238 and 60/248 of 23 December 2005, resolution 61/239 of 22 December 2006 and resolution 62/227 of 22 December 2007.

Staff Regulations of the United Nations

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Staff Regulations of the United Nations

Scope and purpose

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. For the purposes of these Regulations, the expressions "United Nations Secretariat", "staff members" or "staff" shall refer to all the staff members of the Secretariat, within the meaning of Article 97 of the Charter of the United Nations, whose employment and contractual relationship are defined by a letter of appointment subject to regulations promulgated by the General Assembly pursuant to Article 101, paragraph 1, of the Charter. The Secretary-General, as the chief administrative officer, shall provide and enforce such staff rules consistent with these principles as he or she considers necessary.

Article I
Duties, obligations and privileges

Regulation 1.1
Status of staff

(a) Staff members are international civil servants. Their responsibilities as staff members are not national but exclusively international;

(b) Staff members shall make the following written declaration witnessed by the Secretary-General or his or her authorized representative:

"I solemnly declare and promise to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other source external to the Organization.

"I also solemnly declare and promise to respect the obligations incumbent upon me as set out in the Staff Regulations and Rules."

(c) The Secretary-General shall ensure that the rights and duties of staff members, as set out in the Charter and the Staff Regulations and Rules and in the relevant resolutions and decisions of the General Assembly, are respected;

(d) The Secretary-General shall seek to ensure that the paramount consideration in the determination of the conditions of service shall be the necessity of securing staff of the highest standards of efficiency, competence and integrity;

(e) The Staff Regulations apply to all staff at all levels, including staff of the separately funded organs and staff holding appointments under the 100, 200 and 300 series of the Staff Rules;

(f) The privileges and immunities enjoyed by the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who are

covered by them to fail to observe laws and police regulations of the State in which they are located, nor do they furnish an excuse for non-performance of their private obligations. In any case where an issue arises regarding the application of these privileges and immunities, the staff member shall immediately report the matter to the Secretary-General, who alone may decide whether such privileges and immunities exist and whether they shall be waived in accordance with the relevant instruments.

Regulation 1.2
Basic rights and obligations of staff

Core values

(a) Staff members shall uphold and respect the principles set out in the Charter, including faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women. Consequently, staff members shall exhibit respect for all cultures; they shall not discriminate against any individual or group of individuals or otherwise abuse the power and authority vested in them;

(b) Staff members shall uphold the highest standards of efficiency, competence and integrity. The concept of integrity includes, but is not limited to, probity, impartiality, fairness, honesty and truthfulness in all matters affecting their work and status;

General rights and obligations

(c) Staff members are subject to the authority of the Secretary-General and to assignment by him or her to any of the activities or offices of the United Nations. In exercising this authority the Secretary-General shall seek to ensure, having regard to the circumstances, that all necessary safety and security arrangements are made for staff carrying out the responsibilities entrusted to them;

(d) In the performance of their duties staff members shall neither seek nor accept instructions from any Government or from any other source external to the Organization;

(e) By accepting appointment, staff members pledge themselves to discharge their functions and regulate their conduct with the interests of the Organization only in view. Loyalty to the aims, principles and purposes of the United Nations, as set forth in its Charter, is a fundamental obligation of all staff members by virtue of their status as international civil servants;

(f) While staff members' personal views and convictions, including their political and religious convictions, remain inviolable, staff members shall ensure that those views and convictions do not adversely affect their official duties or the interests of the United Nations. They shall conduct themselves at all times in a manner befitting their status as international civil servants and shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and, in particular, any kind of public pronouncement that may adversely reflect on their status, or on the integrity, independence and impartiality that are required by that status;

(g) Staff members shall not use their office or knowledge gained from their official functions for private gain, financial or otherwise, or for the private gain of any third party, including family, friends and those they favour. Nor shall staff members use their office for personal reasons to prejudice the positions of those they do not favour;

(h) Staff members may exercise the right to vote but shall ensure that their participation in any political activity is consistent with, and does not reflect adversely upon, the independence and impartiality required by their status as international civil servants;

(i) Staff members shall exercise the utmost discretion with regard to all matters of official business. They shall not communicate to any Government, entity, person or any other source any information known to them by reason of their official position that they know or ought to have known has not been made public, except as appropriate in the normal course of their duties or by authorization of the Secretary-General. These obligations do not cease upon separation from service;

Honours, gifts or remuneration

(j) No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government;

(k) If refusal of an unanticipated honour, decoration, favour or gift from a Government would cause embarrassment to the Organization, the staff member may receive it on behalf of the Organization and then report and entrust it to the Secretary-General, who will either retain it for the Organization or arrange for its disposal for the benefit of the Organization or for a charitable purpose;

(l) No staff member shall accept any honour, decoration, favour, gift or remuneration from any non-governmental source without first obtaining the approval of the Secretary-General;

Conflict of interest

(m) Staff members shall not be actively associated with the management of, or hold a financial interest in, any profit-making, business or other concern, if it were possible for the staff member or the profit-making, business or other concern to benefit from such association or financial interest by reason of his or her position with the United Nations;

(n) All staff members at the D-1 or L-6 level and above shall be required to file financial disclosure statements on appointment and at intervals thereafter as prescribed by the Secretary-General, in respect of themselves, their spouses and their dependent children, and to assist the Secretary-General in verifying the accuracy of the information submitted when so requested. The financial disclosure statements shall include certification that the assets and economic activities of the staff members, their spouses and their dependent children do not pose a conflict of interest with their official duties or the interests of the United Nations. The financial disclosure statements will remain confidential and will only be used, as prescribed by the Secretary-General, in making determinations pursuant to staff regulation 1.2 (m). The Secretary-General may require other staff to file financial disclosure statements as he or she deems necessary in the interest of the Organization;

Outside employment and activities

(o) Staff members shall not engage in any outside occupation or employment, whether remunerated or not, without the approval of the Secretary-General;

(p) The Secretary-General may authorize staff members to engage in an outside occupation or employment, whether remunerated or not, if:

(i) The outside occupation or employment does not conflict with the staff member's official functions or the status of an international civil servant;

(ii) The outside occupation or employment is not against the interest of the United Nations; and

(iii) The outside occupation or employment is permitted by local law at the duty station or where the occupation or employment occurs;

Use of property and assets

(q) Staff members shall only use the property and assets of the Organization for official purposes and shall exercise reasonable care when utilizing such property and assets;

(r) Staff members must respond fully to requests for information from staff members and other officials of the Organization authorized to investigate possible misuse of funds, waste or abuse.

Regulation 1.3
Performance of staff

(a) Staff members are accountable to the Secretary-General for the proper discharge of their functions. Staff members are required to uphold the highest standards of efficiency, competence and integrity in the discharge of their functions, and their performance will be appraised periodically to ensure that the required standards of performance are met;

(b) The whole time of staff members shall be at the disposal of the Secretary-General for the performance of official functions; however, the Secretary-General shall establish a normal working week and shall establish official holidays for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require, and staff members shall be required to work beyond the normal tour of duty when requested to do so.

Article II
Classification of posts and staff

Regulation 2.1

In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

Article III
Salaries and related allowances

Regulation 3.1

Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present Regulations

Regulation 3.2

(a) The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member residing and serving outside his or her recognized home country whose dependent child is in full-time attendance at a school, university or similar educational institution of a type that will, in the opinion of the Secretary-General, facilitate the child's reassimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be 75 per cent of the admissible educational expenses actually incurred, subject to a maximum grant as approved by the General Assembly. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist that provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General but not in an amount exceeding the cost of such a journey between the home country and the duty station;

(b) The Secretary-General shall also establish terms and conditions under which, at designated duty stations, an additional amount of 100 per cent of boarding costs subject to a maximum amount per year as approved by the General Assembly may be paid in respect of children in school attendance at the primary and secondary levels;

(c) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his or her own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own;

(d) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the education expenses actually incurred, up to a maximum amount approved by the General Assembly;

(e) The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Regulation 3.3

(a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he or she deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates.

(b) (i) The assessment shall be calculated at the following rates for staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

Total assessable payments (United States dollars)	*Staff assessment rates for purposes of pensionable remuneration and pensions (percentage)*
Up to 20,000 per year	11
20,001 to 40,000 per year	18
40,001 to 60,000 per year	25
60,001 and above per year	30

Staff assessment rates used in conjunction with gross base salaries (effective 1 January 2006)

A. *Staff assessment rates for staff member with dependants*

Assessable payments (United States dollars)	*Staff assessment rates for those with a dependent spouse or dependent child (percentage)*
First 50,000 per year	19
Next 50,000 per year	28
Next 50,000 per year	32
Remaining assessable payments	35

B. *Staff assessment for staff members without dependants*

Staff assessment amounts for those with neither a dependent spouse nor a dependent child would be equal to the differences between the gross salaries at different grades and steps and the corresponding net salaries at the single rate.

(ii) The assessment shall be calculated at the following rates for staff members whose salary rates are established under paragraph 6 of annex I to the present Regulations:

Total assessable payments (United States dollars)	*Assessment (percentage)*
Up to 20,000 per year	19
20,001 to 40,000 per year	23
40,001 to 60,000 per year	26
60,001 and above per year	31

(iii) The Secretary-General shall determine which of the scales of assessment set out in subparagraphs (i) and (ii) above shall apply to each of the groups of personnel whose salary rates are established under paragraph 5 of annex I to the present Regulations;

(iv) In the case of staff members whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff member concerned are approved;

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him or her;

(d) The assessment computed under the foregoing provisions of the present regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year;

(e) Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X);

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him or her by the United Nations, the Secretary-General is authorized to refund to him or her the amount of staff assessment collected from him or her provided that:

(i) The amount of such refund shall in no case exceed the amount of his or her income taxes paid and payable in respect of his or her United Nations income;

(ii) If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;

(iii) Payments made in accordance with the provisions of the present regulation shall be charged to the Tax Equalization Fund;

(iv) A payment under the conditions prescribed in the three preceding subparagraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment but may be subject to national income taxation.

Regulation 3.4

(a) Staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations shall be entitled to receive dependency allowances for a dependent child, for a disabled child and for a secondary dependant at rates approved by the General Assembly as follows:

(i) The staff member shall receive an allowance for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3;

(ii) The staff member shall receive a special allowance for each disabled child. However, if the staff member has no dependent spouse and is entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3 in respect of a disabled child, the allowance shall be the same as the allowance for a dependent child in (i) above;

(iii) Where there is no dependent spouse, a single annual allowance shall be paid for a secondary dependant in respect of either a dependent parent, a dependent brother or a dependent sister;

(b) If both husband and wife are staff members, one may claim, for dependent children, under subparagraph (a) (i) and (ii) above, in which case the other may claim only under subparagraph (a) (iii) above, if otherwise entitled;

(c) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in subparagraph (a) (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance;

(d) Staff members whose salary rates are set by the Secretary-General under paragraph 5 or paragraph 6 of annex I to the present Regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located;

(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

Article IV
Appointment and promotion

Regulation 4.1

As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment, each staff member, including a staff member on secondment from government service, shall receive a

letter of appointment in accordance with the provisions of annex II to the present Regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.

Regulation 4.2

The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Regulation 4.3

In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

Regulation 4.4

Subject to the provisions of Article 101, paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply, on a reciprocal basis, to the specialized agencies brought into relationship with the United Nations. The Secretary-General may limit eligibility to apply for vacant posts to be filled by staff members appointed for one year or longer under the 100 series of the Staff Rules to internal candidates, as defined by the Secretary-General. If so, other candidates shall be allowed to apply, under conditions to be defined by the Secretary-General, when no internal candidate meets the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.

Regulation 4.5

(a) Appointment of Under-Secretaries-General and of Assistant Secretaries-General shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with the present Regulations as the Secretary-General may prescribe;

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

Regulation 4.6

The Secretary-General shall establish appropriate medical standards that staff members shall be required to meet before appointment.

Article V
Annual and special leave

Regulation 5.1

Staff members shall be allowed appropriate annual leave.

Regulation 5.2

Special leave may be authorized by the Secretary-General in exceptional cases.

Regulation 5.3

Eligible staff members shall be granted home leave once in every two years. However, in the case of designated duty stations having very difficult conditions of life and work, eligible staff members shall be granted home leave once in every twelve months. A staff member whose home country is either the country of his or her official duty station or the country of his or her normal residence while in United Nations service shall not be eligible for home leave.

Article VI
Social security

Regulation 6.1

Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

Regulation 6.2

The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations.

Article VII
Travel and removal expenses

Regulation 7.1

Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members, their spouses and dependent children.

Regulation 7.2

Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

Article VIII
Staff relations

Regulation 8.1

(a) The Secretary-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies;

(b) Staff representative bodies shall be established and shall be entitled to initiate proposals to the Secretary-General for the purpose set forth in subparagraph (a) above. They shall be organized in such a way as to afford equitable representation to all staff members, by means of elections that shall take place at least biennially under electoral regulations drawn up by the respective staff representative body and agreed to by the Secretary-General;

(c) Cancelled.

Regulation 8.2

The Secretary-General shall establish joint staff/management machinery at both local and Secretariat-wide levels to advise him or her regarding personnel policies and general questions of staff welfare as provided in regulation 8.1.

Article IX
Separation from service

Regulation 9.1

(a) The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory or if he or she is, for reasons of health, incapacitated for further service;

The Secretary-General may also, giving the reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

(i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by Article 101, paragraph 3, of the Charter;

(ii) If facts anterior to the appointment of the staff member and relevant to his or her suitability come to light that, if they had been known at the time of his or her appointment, should, under the standards established in the Charter, have precluded his or her appointment;

No termination under subparagraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General;

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment if such action would be in the interest of the good administration of the Organization and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned;

(b) The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in subparagraph (a) above, or for such other reason as may be specified in the letter of appointment;

(c) In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, the Secretary-General may, at any time, terminate the appointment if, in his or her opinion, such action would be in the interest of the United Nations.

Regulation 9.2

Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.

Regulation 9.3

(a) If the Secretary-General terminates an appointment, the staff member shall be given such notice and such indemnity payment as may be applicable under the Staff Regulations and Staff Rules. Payments of termination indemnity shall be made by the Secretary-General in accordance with the rates and conditions specified in annex III to the present Regulations;

(b) The Secretary-General may, where the circumstances warrant and he or she considers it justified, pay to a staff member terminated under the final paragraph of staff regulation 9.1 (a) a termination indemnity payment not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations.

Regulation 9.4

The Secretary-General shall establish a scheme for the payment of repatriation grants within the maximum rates and under the conditions specified in annex IV to the present Regulations.

Regulation 9.5

Staff members shall not be retained in active service beyond the age of sixty years or, if appointed on or after 1 January 1990, beyond the age of sixty-two years. The Secretary-General may, in the interest of the Organization, extend this age limit in exceptional cases.

Article X
Disciplinary measures

Regulation 10.1

The Secretary-General may establish administrative machinery with staff participation which will be available to advise him or her in disciplinary cases.

Regulation 10.2

The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory.

Sexual exploitation and sexual abuse constitute serious misconduct.

The Secretary-General may summarily dismiss a member of the staff for serious misconduct.

Article XI
Appeals

Regulation 11.1

The Secretary-General shall establish administrative machinery with staff participation to advise him or her in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules.

Regulation 11.2

The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

Article XII
General provisions

Regulation 12.1

The present Regulations may be supplemented or amended by the General Assembly, without prejudice to the acquired rights of staff members.

Regulation 12.2

Such staff rules and amendments as the Secretary-General may make to implement the present Regulations shall be provisional until the requirements of regulations 12.3 and 12.4 below have been met.

Regulation 12.3

The full text of provisional staff rules and amendments shall be reported annually to the General Assembly. Should the Assembly find that a provisional rule and/or amendment is inconsistent with the intent and purpose of the Regulations, it may direct that the rule and/or amendment be withdrawn or modified.

Regulation 12.4

The provisional rules and amendments reported by the Secretary-General, taking into account such modifications and/or deletions that may be directed by the General Assembly, shall enter into full force and effect on 1 January following the year in which the report is made to the Assembly.

Regulation 12.5

Staff rules shall not give rise to acquired rights within the meaning of regulation 12.1 while they are provisional.

Annex I

Salary scales and related provisions

1. The Secretary-General shall establish the salary of the Administrator of the United Nations Development Programme and the salaries of United Nations officials in the Director category and above, in accordance with amounts determined by the General Assembly, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to United Nations officials in the Director category and above to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. Similar additional payments in similar circumstances may be made to heads of offices away from Headquarters. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 5 of the present annex, the salary scales and the scales of post adjustment for staff members in the Professional and higher categories shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments above step XI of the Associate Officer level, step XIII of the Second Officer level, step XII of the First Officer level, step X of the Senior Officer level and step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions, conference and other short-term service, to consultants, to Field Service personnel and to technical assistance experts.

6. The Secretary-General shall fix the salary scales for staff members in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations Office concerned, provided that the Secretary-General may, where he or she deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to General Service staff members recruited from outside the local area. The gross pensionable remuneration of such staff shall be determined in accordance with the methodology specified in article 54 (a) of the Regulations of the United Nations Joint Staff Pension Fund and are shown in the salary scales applicable to such staff.

7. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

8. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

9. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

Salary scale for staff in the Professional and higher categories showing annual gross salaries and net equivalents after application of staff assessment

Effective 1 January 2008

(United States dollars)

		STEPS														
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
USG	Gross	189 929														
	Net D	136 454														
	Net S	122 802														
ASG	Gross	172 546														
	Net D	125 155														
	Net S	113 332														
			•	•	•	•	•									
D-2	Gross	141 524	144 528	147 534	150 566	153 709	156 854									
	Net D	104 736	106 779	108 823	110 868	112 911	114 955									
	Net S	96 219	97 944	99 663	101 375	103 084	104 784									
						•	•	•	•	•						
D-1	Gross	129 304	131 944	134 579	137 219	139 859	142 496	145 135	147 775	150 431						
	Net D	96 427	98 222	100 014	101 809	103 604	105 397	107 192	108 987	110 780						
	Net S	89 129	90 689	92 245	93 797	95 346	96 892	98 432	99 971	101 505						
												•	•	•		
P-5	Gross	106 907	109 153	111 399	113 641	115 888	118 131	120 378	122 622	124 868	127 112	129 356	131 601	133 847		
	Net D	81 197	82 724	84 251	85 776	87 304	88 829	90 357	91 883	93 410	94 936	96 462	97 989	99 516		
	Net S	75 432	76 789	78 141	79 493	80 842	82 187	83 532	84 873	86 213	87 550	88 885	90 216	91 547		
														•	•	•
P-4	Gross	87 790	89 836	91 882	93 926	95 974	98 019	100 071	102 235	104 403	106 566	108 734	110 899	113 066	115 232	117 400
	Net D	67 709	69 182	70 655	72 127	73 601	75 074	76 548	78 020	79 494	80 965	82 439	83 911	85 385	86 858	88 332
	Net S	63 052	64 394	65 734	67 071	68 408	69 744	71 079	72 411	73 742	75 073	76 401	77 729	79 056	80 381	81 705
															•	•
P-3	Gross	71 729	73 622	75 518	77 410	79 306	81 197	83 090	84 986	86 881	88 774	90 669	92 560	94 457	96 349	98 242
	Net D	56 145	57 508	58 873	60 235	61 600	62 962	64 325	65 690	67 054	68 417	69 782	71 143	72 509	73 871	75 234
	Net S	52 408	53 662	54 918	56 171	57 427	58 679	59 932	61 188	62 440	63 694	64 944	66 195	67 443	68 693	69 943
													•			
P-2	Gross	58 401	60 097	61 790	63 485	65 179	66 871	68 567	70 257	71 953	73 649	75 340	77 038			
	Net D	46 549	47 770	48 989	50 209	51 429	52 647	53 868	55 085	56 306	57 527	58 745	59 967			
	Net S	43 662	44 769	45 872	46 978	48 082	49 188	50 312	51 432	52 557	53 679	54 799	55 924			
P-1	Gross	45 493	46 942	48 386	49 836	51 440	53 068	54 699	56 326	57 951	59 581					
	Net D	36 849	38 023	39 193	40 367	41 537	42 709	43 883	45 055	46 225	47 398					
	Net S	34 760	35 840	36 921	38 001	39 080	40 159	41 240	42 307	43 369	44 431					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

• = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

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Annex II

Letters of appointment

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and the period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments, and the maximum attainable;

(vi) Any special conditions which may be applicable;

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules;

(c) The letter of appointment of a staff member on secondment from government service signed by the staff member and by or on behalf of the Secretary-General, and relevant supporting documentation of the terms and conditions of secondment agreed to by the Member State and the staff member, shall be evidence of the existence and validity of secondment from government service to the Organization for the period stated in the letter of appointment.

Annex III

Termination indemnity

Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) Except as provided in paragraphs (b), (c) and (e) below and in regulation 9.3 (b), the termination indemnity shall be paid in accordance with the following schedule:

	Months of gross salary, less staff assessment, where applicable		
Completed years of service	*Permanent appointments*	*Temporary appointments which are not for a fixed term*	*Temporary appointments for a fixed term exceeding six months*
Less than 1	Not applicable	Nil)	One week for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay
1	Not applicable	1)	
2	3	1)	
3	3	2)	
4	4	3)	
5	5	4)	
6	6	5	3
7	7	6	5
8	8	7	7
9	9	9	9
10	9.5	9.5	9.5
11	10	10	10
12	10.5	10.5	10.5
13	11	11	11
14	11.5	11.5	11.5
15 or more	12	12	12

(b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) of the present annex reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds;

(c) A staff member whose appointment is terminated for unsatisfactory service or who for disciplinary reasons is dismissed for misconduct other than by summary dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of the present annex;

(d) No indemnity payments shall be made to:

A staff member who resigns, except where termination notice has been given and the termination date agreed upon;

A staff member who has a temporary appointment that is not for a fixed term and that is terminated during the first year of service;

A staff member who has a temporary appointment for a fixed term that is completed on the expiration date specified in the letter of appointment;

A staff member who is summarily dismissed;

A staff member who abandons his or her post;

A staff member who is retired under the Regulations of the United Nations Joint Staff Pension Fund.

(e) Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.

Annex IV

Repatriation grant

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

Years of continuous service away from home country	*Staff member with a spouse or dependent child at time of separation*	*Staff member with neither a spouse nor dependent child at time of separation*	
		Professional and higher categories	*General Service category*
	Weeks of gross salary, less staff assessment, where applicable		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

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